



TELECOMMUTE ANALYSIS

OFFICE OF MANAGEMENT AND BUDGET/FISCAL MANAGEMENT

SFN 52462 (Rev. 12-2002)

Agency Name:	Agency Number:
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This form is to be completed for requested new positions, for requested vacant positions that are pending reclassification, for positions that will be relocated due to the construction, purchase or lease of new office space, and for positions that will be assigned to new programs. For similar and/or related positions, the agency may elect to group those positions and complete one form per group.

Number of Positions Requested:	New:	Vacant Pending Reclassification:	Relocated:	Assigned to New Programs:
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Position(s) Class Title:

Position(s) Grade Level:	Salary Range:	From:	To:
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Will Position(s) Continue into the 05-07 Biennium? <input type="checkbox"/> Yes <input type="checkbox"/> No	Funding Source of Position(s):	General %:	Federal %:	Special %:
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1. Provide a description of the requested position(s) including specific job tasks and percent of time spent at each task. (i.e., information handling, data processing, report review, conduct business by phone, face to face communication)

2. Discuss the benefits and assets required in locating the position(s) outside of the central office setting. (benefits: improve public access, increased labor pool, job opportunities for rural areas, increased employee morale, advantage in recruitment and retention of employees; assets required: office space, furniture, equipment, technology, security)

3. Document below the estimated costs necessary to fund the position(s) in a central office setting and in a telecommute setting (unless a specific location has been identified, use \$6.43 per square foot for estimating space costs in a rural setting and \$10.08 per square foot for estimating space costs in an urban setting):

	CENTRAL OFFICE		TELECOMMUTE SETTING	
	START-UP	RECURRING	START-UP	RECURRING
Salary & Fringe				
Operating				
Equipment				
Capital Improvements				
TOTAL				
General Funds				
Federal Funds				
Special Funds				

Agency is to maintain, and have available upon request, supporting documentation detailing the above cost estimates.

4. Identify below the source and amount of estimated in-kind or third party contributions, if any, available to assist in funding the requested position(s).

5. Is space currently available to house the position(s) at the central office?

6. How, and in what amount, is the position(s) requested in the Agency Budget Request:	Central Office Setting:	Telecommute Setting:	Amount: \$
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Discuss:

Agency Signature:

Date: